

SUBJECT: Organization of the Assistant Director's Office, OGD -
Review of

1. After careful review of the operations and functions assigned to the Office of the Assistant Director by the Executive Director's memorandum of 19 December, it is believed that these are currently applicable and should be retained without change, except that par. 2 d (1) should be deleted, as it is the proper function of the Reference Center.

2. In order to bring the Headquarters Organization Chart in line with its operations, however, it is recommended that the Office of the Assistant Executive Officer for Personnel, Administration and Security no longer be shown as separate from the office of the Assistant Director. Instead, it should be included as an integral part thereof. This change will indicate correctly the actual working relationship of the personnel involved. At the present all personnel of both offices function as a single integrated group under the supervision of the Assistant Director and the Deputy Assistant Director. It is neither practicable nor desirable to consider them as separate.

3. The recommended change in the Headquarters organization involves no change in personnel other than adjustments in grade reflected in Tab B.

App
A

Tab
A

OLD ORGANIZATION - HEADQUARTERS

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: Office of Assistant Director:
:
:   Asst. Dir.           1 P-8
:   Dep. Asst. Dir.      1 P-8
:   Admin. Asst.         1 CAF-7
:   Clerk-Steno.         1 CAF-5
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Executive Office

Asst. Exec. Officer	1 CAF-9
Clerk-Typist	1 CAF-3

PROPOSED NEW ORGANIZATION - HEADQUARTERS

Office of Assistant Director

Assistant Director	1 P-8
Deputy Assistant Director	1 P-8
Executive Admin. Officer	1 CAF-11 9
Administrative Assistant	1 CAF-7
Clerk-Stenographer	1 CAF-5
Clerk-Stenographer	1 CAF-4

RECAP

	<u>Old</u>	<u>New</u>	<u>Changes</u>
Assistant Director	1 P-8	1 P-8	0
Deputy Asst. Director	<u>1 P-8</u>	<u>1 P-8</u>	<u>0</u>
Totals	2	2	0
Executive Officer	0 CAF-11	1 CAF-11	✓ 1
Executive Officer	1 CAF-9	0 CAF-9	- 1
Administrative Assistant	1 CAF-7	1 CAF-7	0
Clerk-Stenographer	1 CAF-5	1 CAF-5	0
Clerk- Stenographer	0 CAF-4	1 CAF-4	✓ 1
Clerk-Typist	<u>1 CAF-3</u>	<u>0 CAF-3</u>	<u>- 1</u>
Totals	4	4	0

**Tab
B**